



## Circa Job Description | *Fellowship*

The Circa Fellowship was developed to bridge the gap between design education and its professional application. We provide **temporary** placement for young designers during the Fall and Spring terms. Our fellowship program provides full integration into a creative team that offers a collaborative environment, hands-on experience, and intentional learning.

Be part of our team and experience the rigors and rewards of our creative studio through the Circa Fellowship, an intensive six-month program established to grow designers. This is a commitment that requires a desire for excellence, a intentional motivation, a teachable spirit and an appetite for Veitnamese food.

Applicants must be proficient in Adobe Creative Suite and/or complete required online courses before beginning the opportunity. This is a temporary placement, while there is no promise of open positions, we encourage every fellow to make themselves indispensable so that we will have no choice but to keep you (or to find a place for you).

### **About Circa**

Circa is a full-service creative studio committed to helping good ideas grow. We know that great design doesn't happen in a vacuum. To create not only a first impression but a lasting impact requires research and context, collaboration and revision, big-picture and tiny-detail thinking. Everything we do is driven by a strategic design process. Our offices are in Nashville, Tennessee and Kalamazoo, Michigan. We work with everyone from Fortune 500 companies to start-ups in Haiti. The only requirement is starting with a good idea.

### **Our Values**

Intentional Design  
Creative Curiosity  
Focused Process  
Collaborative Team  
Effective Flexibility

### **Details**

Minimum of 35 hours per week (more hours are welcome)  
6 month commitment  
\$10/hour

### **How and when to apply**

Our fellowship is a 6 month temporary position for one designer each term. Send a copy of your resume, portfolio samples, and one paragraph about which of our values applies to you and why to Laura Deleot [laura@circa.design](mailto:laura@circa.design) (Nashville) or Tori Thomas [tori@circa.design](mailto:tori@circa.design) (Kalamazoo). titled: [Designer Applicant] Your Name

**[Fall term] July, Aug, Sept, Oct, Nov, Dec**

June 1- Application deadline

June 1- interviews (2nd week)

July 1- Decisions finalized (1st week)

**[Spring term] Jan, Feb, March, April, May, June**

Nov 1- Application deadline

Nov 1- interviews (1st week)

Dec 1- Decisions finalized (1st week)

**Outcomes**

We will provide you with real world design experience, hands on project and client work and the opportunity to develop your portfolio and expand your resources and network.

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by company officials. This job description does not constitute an employment contract between the company and any employee. The job responsibilities of this position may include cross training in other functions to ensure satisfactory operation.